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Qualification Pack



Cutter - Footwear

QP Code: LSS/Q2301

Version: 5.0

NSQF Level: 3

Leather Sector Skill Council || GCV House, 1st Floor, No.81, Nungambakkam High Road,
Nungambakkam
Chennai - 600034 || email:vimal@leatherssc.org



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LSS/Q2301: Cutter - Footwear

Brief Job Description

The individual, lays out, marks, and cuts leather or non-leather material into parts for articles using cutting dies. The critical component of the role is to position leather/non-leather for cutting to ensure a good number and quality of cut pieces.

Personal Attributes

This job role requires the individual should have good hand-eye coordination and judgment in positioning and cutting, and good eyesight with no color blindness.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [LSS/N5312: Preparation of raw materials for cutting operations](#)
2. [LSS/N2303: Carry out hand-cutting operations for the production of leather & non-leather products](#)
3. [LSS/N2304: Carry out cutting operations using machines for the production of footwear](#)
4. [LSS/N2305: Contribute achieving product quality in cutting operations on footwear](#)
5. [LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements](#)
6. [DGT/VSQ/N0101: Employability Skills \(30 Hours\)](#)

Qualification Pack (QP) Parameters

Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Cutting (Footwear)
Country	India
NSQF Level	3
Credits	11



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Aligned to NCO/ISCO/ISIC Code	NCO-2015/8156.0701
Minimum Educational Qualification & Experience	9th grade pass with NA of experience OR 8th grade pass with 1 year of (NTC/ NAC) after 8th with NA of experience OR 8th grade pass and pursuing continuous schooling in regular school with vocational subject with NA of experience OR 8th grade pass with 1 Year of experience in relevant field OR 5th grade pass with 4 Years of experience in relevant field OR Ability to read and write with 5 Years of experience in relevant field OR Previous relevant Qualification of NSQF Level (Helper Footwear Upper Making) with 1 Year of experience in relevant field
Minimum Level of Education for Training in School	Ability to read and write
Pre-Requisite License or Training	Knowledge of leather/fabric cutting would be an added advantage
Minimum Job Entry Age	18 Years
Last Reviewed On	NA
Next Review Date	17/11/2025
NSQC Approval Date	17/11/2022
Version	5.0
Reference code on NQR	2022/LT/LSSC/06843
NQR Version	5.0



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LSS/N5312: Preparation of raw materials for cutting operations

Description

This unit is about the preparation and handling of raw materials like leather, synthetic leather, fabrics, and other materials for both hand cutting and machine cutting operations

Scope

The scope covers the following :

- Prepare for hand cutting operations
- Prepare for machine cutting operations
- Handling of raw materials

Elements and Performance Criteria

Prepare for hand cutting operations

To be competent, the user/individual on the job must be able to:

- PC1.** check the raw materials based on the specifications like color, thickness, area, etc.,
PC2. ensure the material meets correct specifications as per the job card or BoM
PC3. check proper lighting available at the workplace
PC4. prepare the hand cutting tools like cutting mate, pattern (Plastic/cardboard/metal)
PC5. sharpen the cutting tool using a sharpening tool or by emery sheet
PC6. examine the tools for hand cutting operations

Prepare for machine cutting operations

To be competent, the user/individual on the job must be able to:

- PC7.** select the correct machine to cut the given material
PC8. check the patterns/dies for size and shape
PC9. check the pressure, day light adjustment, strokes timing on swing arm/beam cutting machine
PC10. check the blade quality, speed on the straight cutting machine (For Fabric cutting)

Handling the raw materials

To be competent, the user/individual on the job must be able to:

- PC11.** handle the raw materials carefully and avoid any damages to the raw materials
PC12. store the leather pieces in the leather horse/trolley or rack
PC13. store the fabrics and non-leather materials as per folding specifications given
PC14. check the workstation is free from wastes and hazards

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the properties of leather and non-leather materials



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- KU2.** the specifications are given by the raw material manufacturers
- KU3.** the lighting system used for cutting leather and fabrics
- KU4.** different types of patterns and cutting dies
- KU5.** different tools used in hand cutting process like cutting knife/NT cutter, rubber mate, scissor, patterns, sharpening stone, etc.,
- KU6.** common quality imperfections associated with the materials
- KU7.** different machines used in the cutting process like swing arm, beam cutting, electrical round knife, band knife, etc.,
- KU8.** steps involved in preparing for cutting operations
- KU9.** different types of storing the leather and fabric materials and the process of First In First Out system
- KU10.** the standards, policies followed in the workplace relevant to the employment condition
- KU11.** the reporting structure to be followed for communication and coordination
- KU12.** the protocols and format for reporting work-related risks and problems
- KU13.** waste disposal procedures and guidelines

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.,
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, and managers
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Prepare for hand cutting operations</i>	4	21	-	-
PC1. check the raw materials based on the specifications like color, thickness, area, etc.,	1	3	-	-
PC2. ensure the material meets correct specifications as per the job card or BoM	-	3	-	-
PC3. check proper lighting available at the workplace	2	5	-	-
PC4. prepare the hand cutting tools like cutting mate, pattern (Plastic/cardboard/metal)	1	3	-	-
PC5. sharpen the cutting tool using a sharpening tool or by emery sheet	-	3	-	-
PC6. examine the tools for hand cutting operations	-	4	-	-
<i>Prepare for machine cutting operations</i>	5	19	-	-
PC7. select the correct machine to cut the given material	1	4	-	-
PC8. check the patterns/dies for size and shape	-	4	-	-
PC9. check the pressure, day light adjustment, strokes timing on swing arm/beam cutting machine	2	6	-	-
PC10. check the blade quality, speed on the straight cutting machine (For Fabric cutting)	2	5	-	-
<i>Handling the raw materials</i>	6	15	-	-
PC11. handle the raw materials carefully and avoid any damages to the raw materials	1	4	-	-
PC12. store the leather pieces in the leather horse/trolley or rack	2	4	-	-
PC13. store the fabrics and non-leather materials as per folding specifications given	1	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. check the workstation is free from wastes and hazards	2	4	-	-
NOS Total	15	55	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N5312
NOS Name	Preparation of raw materials for cutting operations
Sector	Leather
Sub-Sector	Goods and Garments, Bags and Luggage, Footwear
Occupation	Cutting (Goods & Garments), Cutting (Footwear)
NSQF Level	3
Credits	1.1
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022



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LSS/N2303: Carry out hand-cutting operations for the production of leather & non-leather products

Description

This unit describes performance outcomes required to cut the materials to make leather and non-leather products by hand

Scope

The scope covers the following :

- Perform hand cutting operations

Elements and Performance Criteria

To be competent, the user/individual on the job must be able to:

- PC1.** select the appropriate tools for hand cutting operations like cutting knife/NT cutter, rubber mate, scissor, patterns, sharpening stone, etc.,
- PC2.** setup the table, light and tools for hand cutting operations
- PC3.** perform quality check at the raw materials and hand cutting patterns given
- PC4.** check the proper lighting setup is available to view the defects and informities clearly
- PC5.** Mark the defects/imperfections on the given leather/non-leather materials
- PC6.** calculate the number of layers required for non-leather or fabric materials as per the specification sheet/job card
- PC7.** perform the hand cutting on leather starting from but side of the material
- PC8.** select the components as per stretch and tightness of the materials correctly
- PC9.** utilize the material efficiently to get maximum cut pieces with minimum wastage
- PC10.** check with others when unsure about any products and specifications
- PC11.** produce the agreed-upon work targets with the supervisor
- PC12.** report defects in the materials, tools, and equipment to the supervisor
- PC13.** dispose of waste materials safely and return re-useable materials
- PC14.** sort the cut material is correct to the next stage of production
- PC15.** make sure that the cut material carefully placed to minimize the risk of damage
- PC16.** complete forms, records, and other documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the properties of leather & non-leather materials
- KU2.** the specifications given by the raw material manufacturers
- KU3.** different tools used in hand cutting process like cutting knife/NT cutter, rubber mate, scissor, patterns, sharpening stone, etc.,



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- KU4.** the basic types of marking patterns and cutting patterns
- KU5.** the operational procedure to check the serviceability of relevant tools and equipment
- KU6.** the common quality imperfections associated with the materials
- KU7.** steps involved in hand cutting operations
- KU8.** lighting system required for the cutting process
- KU9.** the standards, policies followed in the workplace relevant to the employment condition
- KU10.** the reporting structure to be followed for communication and coordination
- KU11.** details of cutting job role and responsibilities
- KU12.** the protocols and format for reporting work-related risks and problems
- KU13.** the relevance of health and safety requirements applicable at the workplace
- KU14.** waste disposal procedures and guidelines

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.,
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
	10	60	-	-
PC1. select the appropriate tools for hand cutting operations like cutting knife/NT cutter, rubber mate, scissor, patterns, sharpening stone, etc.,	1	4	-	-
PC2. setup the table, light and tools for hand cutting operations	1	4	-	-
PC3. perform quality check at the raw materials and hand cutting patterns given	-	5	-	-
PC4. check the proper lighting setup is available to view the defects and informities clearly	1	5	-	-
PC5. Mark the defects/imperfections on the given leather/non-leather materials	-	5	-	-
PC6. calculate the number of layers required for non-leather or fabric materials as per the specification sheet/job card	1	4	-	-
PC7. perform the hand cutting on leather starting from but side of the material	-	5	-	-
PC8. select the components as per stretch and tightness of the materials correctly	-	6	-	-
PC9. utilize the material efficiently to get maximum cut pieces with minimum wastage	1	4	-	-
PC10. check with others when unsure about any products and specifications	-	2	-	-
PC11. produce the agreed-upon work targets with the supervisor	1	3	-	-
PC12. report defects in the materials, tools, and equipment to the supervisor	1	3	-	-
PC13. dispose of waste materials safely and return re-useable materials	1	4	-	-
PC14. sort the cut material is correct to the next stage of production	-	4	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. make sure that the cut material carefully placed to minimize the risk of damage	1	1	-	-
PC16. complete forms, records, and other documentation	1	1	-	-
NOS Total	10	60	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2303
NOS Name	Carry out hand-cutting operations for the production of leather & non-leather products
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Cutting (Footwear)
NSQF Level	4
Credits	1.57
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022



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LSS/N2304: Carry out cutting operations using machines for the production of footwear

Description

This unit provides performance outcomes required for footwear material cutting operations by machine with appropriate techniques and processes.

Scope

The scope covers the following :

- Perform machine cutting operations

Elements and Performance Criteria

Check the tools and equipments

To be competent, the user/individual on the job must be able to:

- PC1.** ensure the work area is free from hazards and wastes
PC2. wear proper PPE like hand gloves, safety shoes, etc.,
PC3. select the appropriate tools for machine cutting operations either swing arm cutting machine or beam cutting machine based on the material given
PC4. check the electrical connections, ventilation and visibility
PC5. check the quality of the raw material before cutting
PC6. check the cutting dies, pressure and stroke on the cutting machine
PC7. follow the instructions on the work order or job card

Carry out machine cutting operations

To be competent, the user/individual on the job must be able to:

- PC8.** check stretch and tightness on the given material either leather or non-leather materials
PC9. cut the leather from the but side for better components
PC10. estimate the number of layers required for non-leather or fabric materials as per the specification sheet/job card
PC11. use correct dies to cut the component from perfect place on the leather/material
PC12. perform correct interlocking to avoid wastage of leather or materials
PC13. adjust the pressure or stroke length if required
PC14. perform the machine cutting operation effectively and efficiently
PC15. verify any imperfections on the cut components
PC16. produce the agreed-upon work targets with the supervisor
PC17. report defects in the materials, tools, and equipment to the supervisor
PC18. dispose of waste materials safely and return re-useable materials
PC19. sort the cut material is correct for the next process
PC20. make sure that the cut material carefully placed to minimize the risk of damage
PC21. complete forms, records, and other documentation



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Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the properties of leather and non-leather materials
- KU2.** the specifications given by the raw material manufacturers
- KU3.** different materials used in the cutting like leather, non-leather, fabric, etc.,
- KU4.** different tools and equipment used in the machine cutting process
- KU5.** the operational procedure to check the serviceability of relevant tools and equipment
- KU6.** the common quality imperfections associated with the materials
- KU7.** steps involved in machine cutting operations
- KU8.** the standards, policies followed in the workplace relevant to the employment condition
- KU9.** the reporting structure to be followed for communication and coordination
- KU10.** details of cutting job role and responsibilities
- KU11.** the protocols and format for reporting work-related risks and problems
- KU12.** the relevance of health and safety requirements applicable at the workplace
- KU13.** waste disposal procedures and guidelines

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc.
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Check the tools and equipments</i>	10	30	-	-
PC1. ensure the work area is free from hazards and wastes	1	2	-	-
PC2. wear proper PPE like hand gloves, safety shoes, etc.,	2	6	-	-
PC3. select the appropriate tools for machine cutting operations either swing arm cutting machine or beam cutting machine based on the material given	2	6	-	-
PC4. check the electrical connections, ventilation and visibility	1	4	-	-
PC5. check the quality of the raw material before cutting	1	4	-	-
PC6. check the cutting dies, pressure and stroke on the cutting machine	2	5	-	-
PC7. follow the instructions on the work order or job card	1	3	-	-
<i>Carry out machine cutting operations</i>	20	70	-	-
PC8. check stretch and tightness on the given material either leather or non-leather materials	2	8	-	-
PC9. cut the leather from the but side for better components	2	6	-	-
PC10. estimate the number of layers required for non-leather or fabric materials as per the specification sheet/job card	2	6	-	-
PC11. use correct dies to cut the component from perfect place on the leather/material	1	6	-	-
PC12. perform correct interlocking to avoid wastage of leather or materials	2	7	-	-
PC13. adjust the pressure or stroke length if required	2	6	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC14. perform the machine cutting operation effectively and efficiently	2	8	-	-
PC15. verify any imperfections on the cut components	1	7	-	-
PC16. produce the agreed-upon work targets with the supervisor	1	2	-	-
PC17. report defects in the materials, tools, and equipment to the supervisor	1	2	-	-
PC18. dispose of waste materials safely and return re-useable materials	1	3	-	-
PC19. sort the cut material is correct for the next process	1	3	-	-
PC20. make sure that the cut material carefully placed to minimize the risk of damage	1	3	-	-
PC21. complete forms, records, and other documentation	1	3	-	-
NOS Total	30	100	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2304
NOS Name	Carry out cutting operations using machines for the production of footwear
Sector	Leather
Sub-Sector	Footwear, Non-Leather Footwear
Occupation	Cutting (Footwear)
NSQF Level	3
Credits	4
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022



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LSS/N2305: Contribute achieving product quality in cutting operations on footwear

Description

This unit describes performance outcomes required to monitor and maintain the quality in the footwear cutting operation

Scope

The scope covers the following :

- Perform quality check on materials and equipments
- Achieve quality in cutting operation on footwear making

Elements and Performance Criteria

Perform quality check on materials and equipments

To be competent, the user/individual on the job must be able to:

- PC1.** perform the quality check on incoming raw materials for color, defects, textures, strength, etc., as per the sample/specifications
- PC2.** Ensure materials and component parts meet specifications
- PC3.** check the machine parts, components and safety guards are correctly fixed
- PC4.** perform test run on the cutting machine

Achieve quality in cutting operation on footwear making

To be competent, the user/individual on the job must be able to:

- PC5.** check any issues in the cutting dies, cutting board and equipment like cutting blade worn out, uneven cutting surface, uneven planning, etc.,
- PC6.** check any issues on the cutting machines like high pressure, stroke length, etc.,
- PC7.** carry out quality checks at agreed intervals and in the approved way
- PC8.** identify the root cause for the faults/quality issues, whether from a machine, material, method, or related to workforce
- PC9.** maintain the continuity of production with minimum interruptions and downtime
- PC10.** report the machine and process problems identified to the concerned supervisors
- PC11.** maintain quality records and documentation

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the properties of leather and non-leather materials and fabrics
- KU2.** the specifications given by the raw material manufacturers
- KU3.** different materials used in the cutting like leather, non-leather, fabric, etc.,
- KU4.** the common quality imperfections associated with the materials



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- KU5.** importance of visual quality checking
- KU6.** the importance of achieving quality and its relation to the end-user/customer
- KU7.** steps involved in machine cutting operations
- KU8.** the standards, policies followed in the workplace relevant to the employment condition
- KU9.** the reporting structure to be followed for communication and coordination
- KU10.** details of cutting job role and responsibilities
- KU11.** the protocols and format for reporting work-related risks and problems
- KU12.** relevance of health and safety requirements applicable at the workplace
- KU13.** waste disposal procedures and guidelines

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** read the manuals, health and safety instructions, memos, reports, job cards, etc
- GS2.** communicate proficiently in the local language
- GS3.** listen the issues and comments given by the co-workers, supervisors, and managers
- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Perform quality check on materials and equipments</i>	8	20	-	-
PC1. perform the quality check on incoming raw materials for color, defects, textures, strength, etc., as per the sample/specifications	2	4	-	-
PC2. Ensure materials and component parts meet specifications	2	4	-	-
PC3. check the machine parts, components and safety guards are correctly fixed	2	6	-	-
PC4. perform test run on the cutting machine	2	6	-	-
<i>Achieve quality in cutting operation on footwear making</i>	16	36	-	-
PC5. check any issues in the cutting dies, cutting board and equipment like cutting blade worn out, uneven cutting surface, uneven planning, etc.,	2	6	-	-
PC6. check any issues on the cutting machines like high pressure, stroke length, etc.,	2	6	-	-
PC7. carry out quality checks at agreed intervals and in the approved way	2	6	-	-
PC8. identify the root cause for the faults/quality issues, whether from a machine, material, method, or related to workforce	4	8	-	-
PC9. maintain the continuity of production with minimum interruptions and downtime	2	6	-	-
PC10. report the machine and process problems identified to the concerned supervisors	2	2	-	-
PC11. maintain quality records and documentation	2	2	-	-
NOS Total	24	56	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N2305
NOS Name	Contribute achieving product quality in cutting operations on footwear
Sector	Leather
Sub-Sector	Footwear
Occupation	Cutting (Footwear), Quality Assurance (Footwear), Quality Assurance (Non-leather)
NSQF Level	3
Credits	2.33
Version	2.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022



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LSS/N8601: Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements

Description

This unit is about maintaining good hygiene, health, and workplace safety standards, maintaining work areas and activities to ensure tools and machines are maintained as per norms, understanding and complying with the requirements of the organization and respecting everyone at the workplace, adopting sustainable practices and optimizing the use of resources, especially material, energy, and waste, in day-to-day operations at the workplace.

Scope

The scope covers the following :

- Compliance with health, safety, and security requirements
- Maintain hygiene and sanitation
- Maintain the work area
- Perform maintenance operations
- Compliance with industry, regulatory and organizational requirements
- Respect diversity
- Material conservation practices
- Energy/electricity conservation practices
- Effective waste management/recycling practices

Elements and Performance Criteria

Compliance with health, safety and security requirements at the workplace

To be competent, the user/individual on the job must be able to:

- PC1.** comply with health and safety-related instructions applicable to the workplace
- PC2.** use the personal protective equipment as per protocol
- PC3.** maintain a healthy lifestyle and guard against dependency on intoxicants
- PC4.** follow environment management system related procedures
- PC5.** monitor the workplace and work processes for potential risks and threats
- PC6.** carry out periodic walk-through to keep the work area free from hazards and obstructions, if assigned
- PC7.** report hazards and potential risks/ threats to supervisors or other authorized personnel
- PC8.** participate in mock drills/ evacuation procedures organized at the workplace
- PC9.** undertake first aid training, fire-fighting drill, and emergency response training, etc.,
- PC10.** take action based on instructions in the event of fire, emergencies or accidents
- PC11.** safely handle and move waste and debris
- PC12.** follow organization procedures for shutdown and evacuation when required

Maintain hygiene and sanitation at the workplace



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To be competent, the user/individual on the job must be able to:

- PC13.** maintain personal body hygiene and dental hygiene
- PC14.** follow social distancing at the workplace
- PC15.** ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people
- PC16.** cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing
- PC17.** ensure equipment, work area, restrooms, etc. are sanitized before and after sessions
- PC18.** ensure regular vaccinations to avoid any spreading of diseases

Maintain the work area

To be competent, the user/individual on the job must be able to:

- PC19.** handle materials, machinery, equipment and tools safely and correctly
- PC20.** use correct lifting and handling procedures
- PC21.** use materials to minimize waste

Perform maintenance operations

To be competent, the user/individual on the job must be able to:

- PC22.** Perform the cleaning of machine or tools at the end of each shift
- PC23.** carry out running maintenance within agreed schedules
- PC24.** report unsafe equipment and other dangerous occurrences
- PC25.** carry out works in a comfortable position with the correct posture
- PC26.** maintain proper lighting, and ventilation to make sure general comfort is there while working

Compliance with industry, regulatory and organizational requirements

To be competent, the user/individual on the job must be able to:

- PC27.** carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures
- PC28.** seek and obtain clarifications on policies and procedures from the authorized personnel
- PC29.** follow the policies and procedures within the work practices
- PC30.** identify and report any possible deviation to these requirements

Respect diversity

To be competent, the user/individual on the job must be able to:

- PC31.** transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture
- PC32.** identify the indicators of harassment and discrimination
- PC33.** report incidents of harassment and discrimination to appropriate authority
- PC34.** respect the personal and professional space of others

Material conservation practices

To be competent, the user/individual on the job must be able to:

- PC35.** identify ways to optimize the usage of material including water in various activities /processes
- PC36.** check for spills/leakages in various processes and plug the spills and leakages
- PC37.** use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)



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PC38. use proper PPE when in contact with the above materials as per specifications

Energy/electricity conservation practices

To be competent, the user/individual on the job must be able to:

PC39. identify ways to optimize the usage of electricity/energy in various activities/processes

PC40. check if the equipment/machine is generally functioning before commencing work and rectify wherever required

PC41. ensure electrical equipment and appliances are properly connected and turned off when not in use

Effective waste management/recycling practices

To be competent, the user/individual on the job must be able to:

PC42. identify recyclable and non-recyclable, and hazardous waste generated

PC43. segregate waste into different categories

PC44. dispose of non-recyclable waste appropriately

PC45. deposit recyclable and reusable material at the identified location

PC46. follow processes specified for disposal of hazardous waste

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

KU1. the health and safety-related practices applicable at the workplace

KU2. the potential hazards, risks, and threats based on the nature of operations

KU3. the common hazards in the work area and procedure for dealing with them

KU4. the organizational procedures for safe handling of equipment and machine operations

KU5. details of personal protective equipment and method to use it

KU6. the signage used for personnel protective equipment, fire and safety, and first aid

KU7. layout of the plant and details of emergency exits, escape routes, emergency equipment, and assembly points

KU8. details of personnel trained in first aid, fire-fighting, and emergency response

KU9. actions to take in the event of mock drills/ evacuation procedures or actual accident, emergency, or fire

KU10. the storage and disposal of hazardous substances and wastes

KU11. relevance of health and safety requirements applicable at the workplace

KU12. importance of sound health, hygiene, and good habits

KU13. the ill-effects of alcohol, tobacco, and other drugs

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. read the manuals, health and safety instructions, memos, reports, job cards, etc.

GS2. communicate proficiently in the local language

GS3. listen the issues and comments given by the co-workers, supervisors, and managers



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- GS4.** communicate effectively with co-workers, supervisors, managers, etc.,
- GS5.** fill up appropriate technical forms, process charts, activity logs in the prescribed format of the company
- GS6.** analyze the defects and the procedure for dealing with it
- GS7.** complete the tasks efficiently and accurately within the stipulated time
- GS8.** organize the material requirements sequentially
- GS9.** select the optimal process and appropriate tools & equipment to complete the work efficiently
- GS10.** use reasoning skills to make proper decisions and troubleshoot concerns related to own responsibilities
- GS11.** use problem-solving skills to solve the problems that occurred during relevant operation



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance with health, safety and security requirements at the workplace</i>	6	24	-	-
PC1. comply with health and safety-related instructions applicable to the workplace	1	2	-	-
PC2. use the personal protective equipment as per protocol	1	2	-	-
PC3. maintain a healthy lifestyle and guard against dependency on intoxicants	-	2	-	-
PC4. follow environment management system related procedures	-	2	-	-
PC5. monitor the workplace and work processes for potential risks and threats	1	2	-	-
PC6. carry out periodic walk-through to keep the work area free from hazards and obstructions, if assigned	-	2	-	-
PC7. report hazards and potential risks/ threats to supervisors or other authorized personnel	-	3	-	-
PC8. participate in mock drills/ evacuation procedures organized at the workplace	-	3	-	-
PC9. undertake first aid training, fire-fighting drill, and emergency response training, etc.,	1	3	-	-
PC10. take action based on instructions in the event of fire, emergencies or accidents	1	-	-	-
PC11. safely handle and move waste and debris	-	2	-	-
PC12. follow organization procedures for shutdown and evacuation when required	1	1	-	-
<i>Maintain hygiene and sanitation at the workplace</i>	4	16	-	-
PC13. maintain personal body hygiene and dental hygiene	1	2	-	-
PC14. follow social distancing at the workplace	-	3	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC15. ensure not to go to work if unwell, to avoid the risk of spreading an infection to other people	1	3	-	-
PC16. cover the mouth with an elbow/handkerchief or turn away from people while sneezing or coughing	1	3	-	-
PC17. ensure equipment, work area, restrooms, etc. are sanitized before and after sessions	-	3	-	-
PC18. ensure regular vaccinations to avoid any spreading of diseases	1	2	-	-
<i>Maintain the work area</i>	4	12	-	-
PC19. handle materials, machinery, equipment and tools safely and correctly	1	4	-	-
PC20. use correct lifting and handling procedures	2	4	-	-
PC21. use materials to minimize waste	1	4	-	-
<i>Perform maintenance operations</i>	6	18	-	-
PC22. Perform the cleaning of machine or tools at the end of each shift	1	2	-	-
PC23. carry out running maintenance within agreed schedules	1	4	-	-
PC24. report unsafe equipment and other dangerous occurrences	2	4	-	-
PC25. carry out works in a comfortable position with the correct posture	1	4	-	-
PC26. maintain proper lighting, and ventilation to make sure general comfort is there while working	1	4	-	-
<i>Compliance with industry, regulatory and organizational requirements</i>	5	10	-	-
PC27. carry out work functions in accordance with legislation and regulations, organizational guidelines, and procedures	1	2	-	-
PC28. seek and obtain clarifications on policies and procedures from the authorized personnel	2	4	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC29. follow the policies and procedures within the work practices	1	2	-	-
PC30. identify and report any possible deviation to these requirements	1	2	-	-
<i>Respect diversity</i>	5	10	-	-
PC31. transact with everyone without any personal bias like gender, disability, caste, religion, color, sexual orientation, and culture	2	4	-	-
PC32. identify the indicators of harassment and discrimination	1	2	-	-
PC33. report incidents of harassment and discrimination to appropriate authority	1	2	-	-
PC34. respect the personal and professional space of others	1	2	-	-
<i>Material conservation practices</i>	2	8	-	-
PC35. identify ways to optimize the usage of material including water in various activities /processes	1	2	-	-
PC36. check for spills/leakages in various processes and plug the spills and leakages	-	2	-	-
PC37. use the optimized amount of chemicals that have petroleum products (adhesives, leather chemicals, chrome salt, cleaning agents, IPA, etc.)	1	2	-	-
PC38. use proper PPE when in contact with the above materials as per specifications	-	2	-	-
<i>Energy/electricity conservation practices</i>	2	8	-	-
PC39. identify ways to optimize the usage of electricity/energy in various activities/processes	1	2	-	-
PC40. check if the equipment/machine is generally functioning before commencing work and rectify wherever required	-	4	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC41. ensure electrical equipment and appliances are properly connected and turned off when not in use	1	2	-	-
<i>Effective waste management/recycling practices</i>	6	4	-	-
PC42. identify recyclable and non-recyclable, and hazardous waste generated	2	1	-	-
PC43. segregate waste into different categories	1	1	-	-
PC44. dispose of non-recyclable waste appropriately	1	-	-	-
PC45. deposit recyclable and reusable material at the identified location	1	1	-	-
PC46. follow processes specified for disposal of hazardous waste	1	1	-	-
NOS Total	40	110	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	LSS/N8601
NOS Name	Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements
Sector	Leather
Sub-Sector	Finished Leather, Footwear, Goods & Garments, Goods and Garments, Non-Leather Footwear, Footwear/Goods & Garments, Bags and Luggage
Occupation	All Occupations
NSQF Level	3
Credits	1
Version	2.0
Last Reviewed Date	28/04/2022
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022



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DGT/VSQ/N0101: Employability Skills (30 Hours)

Description

This unit is about employability skills, Constitutional values, becoming a professional in the 21st Century, digital, financial, and legal literacy, diversity and Inclusion, English and communication skills, customer service, entrepreneurship, and apprenticeship, getting ready for jobs and career development.

Scope

The scope covers the following :

- Introduction to Employability Skills
- Constitutional values - Citizenship
- Becoming a Professional in the 21st Century
- Basic English Skills
- Communication Skills
- Diversity & Inclusion
- Financial and Legal Literacy
- Essential Digital Skills
- Entrepreneurship
- Customer Service
- Getting ready for Apprenticeship & Jobs

Elements and Performance Criteria

Introduction to Employability Skills

To be competent, the user/individual on the job must be able to:

PC1. understand the significance of employability skills in meeting the job requirements

Constitutional values - Citizenship

To be competent, the user/individual on the job must be able to:

PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices

Becoming a Professional in the 21st Century

To be competent, the user/individual on the job must be able to:

PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.

Basic English Skills

To be competent, the user/individual on the job must be able to:

PC4. speak with others using some basic English phrases or sentences

Communication Skills

To be competent, the user/individual on the job must be able to:

PC5. follow good manners while communicating with others

PC6. work with others in a team



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Diversity & Inclusion

To be competent, the user/individual on the job must be able to:

- PC7.** communicate and behave appropriately with all genders and PwD
PC8. report any issues related to sexual harassment

Financial and Legal Literacy

To be competent, the user/individual on the job must be able to:

- PC9.** use various financial products and services safely and securely
PC10. calculate income, expenses, savings etc.
PC11. approach the concerned authorities for any exploitation as per legal rights and laws

Essential Digital Skills

To be competent, the user/individual on the job must be able to:

- PC12.** operate digital devices and use its features and applications securely and safely
PC13. use internet and social media platforms securely and safely

Entrepreneurship

To be competent, the user/individual on the job must be able to:

- PC14.** identify and assess opportunities for potential business
PC15. identify sources for arranging money and associated financial and legal challenges

Customer Service

To be competent, the user/individual on the job must be able to:

- PC16.** identify different types of customers
PC17. identify customer needs and address them appropriately
PC18. follow appropriate hygiene and grooming standards

Getting ready for apprenticeship & Jobs

To be competent, the user/individual on the job must be able to:

- PC19.** create a basic biodata
PC20. search for suitable jobs and apply
PC21. identify and register apprenticeship opportunities as per requirement

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** need for employability skills
KU2. various constitutional and personal values
KU3. different environmentally sustainable practices and their importance
KU4. Twenty first (21st) century skills and their importance
KU5. how to use basic spoken English language
KU6. Do and dont of effective communication
KU7. inclusivity and its importance
KU8. different types of disabilities and appropriate communication and behaviour towards PwD
KU9. different types of financial products and services



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- KU10.** how to compute income and expenses
- KU11.** importance of maintaining safety and security in financial transactions
- KU12.** different legal rights and laws
- KU13.** how to operate digital devices and applications safely and securely
- KU14.** ways to identify business opportunities
- KU15.** types of customers and their needs
- KU16.** how to apply for a job and prepare for an interview
- KU17.** apprenticeship scheme and the process of registering on apprenticeship portal

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** communicate effectively using appropriate language
- GS2.** behave politely and appropriately with all
- GS3.** perform basic calculations
- GS4.** solve problems effectively
- GS5.** be careful and attentive at work
- GS6.** use time effectively
- GS7.** maintain hygiene and sanitisation to avoid infection



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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Introduction to Employability Skills</i>	1	1	-	-
PC1. understand the significance of employability skills in meeting the job requirements	-	-	-	-
<i>Constitutional values - Citizenship</i>	1	1	-	-
PC2. identify constitutional values, civic rights, duties, personal values and ethics and environmentally sustainable practices	-	-	-	-
<i>Becoming a Professional in the 21st Century</i>	1	3	-	-
PC3. explain 21st Century Skills such as Self-Awareness, Behavior Skills, Positive attitude, self-motivation, problem-solving, creative thinking, time management, social and cultural awareness, emotional awareness, continuous learning mindset etc.	-	-	-	-
<i>Basic English Skills</i>	2	3	-	-
PC4. speak with others using some basic English phrases or sentences	-	-	-	-
<i>Communication Skills</i>	1	1	-	-
PC5. follow good manners while communicating with others	-	-	-	-
PC6. work with others in a team	-	-	-	-
<i>Diversity & Inclusion</i>	1	1	-	-
PC7. communicate and behave appropriately with all genders and PWD	-	-	-	-
PC8. report any issues related to sexual harassment	-	-	-	-
<i>Financial and Legal Literacy</i>	3	4	-	-
PC9. use various financial products and services safely and securely	-	-	-	-



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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC10. calculate income, expenses, savings etc.	-	-	-	-
PC11. approach the concerned authorities for any exploitation as per legal rights and laws	-	-	-	-
<i>Essential Digital Skills</i>	4	6	-	-
PC12. operate digital devices and use its features and applications securely and safely	-	-	-	-
PC13. use internet and social media platforms securely and safely	-	-	-	-
<i>Entrepreneurship</i>	3	5	-	-
PC14. identify and assess opportunities for potential business	-	-	-	-
PC15. identify sources for arranging money and associated financial and legal challenges	-	-	-	-
<i>Customer Service</i>	2	2	-	-
PC16. identify different types of customers	-	-	-	-
PC17. identify customer needs and address them appropriately	-	-	-	-
PC18. follow appropriate hygiene and grooming standards	-	-	-	-
<i>Getting ready for apprenticeship & Jobs</i>	1	3	-	-
PC19. create a basic biodata	-	-	-	-
PC20. search for suitable jobs and apply	-	-	-	-
PC21. identify and register apprenticeship opportunities as per requirement	-	-	-	-
NOS Total	20	30	-	-



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National Occupational Standards (NOS) Parameters

NOS Code	DGT/VSQ/N0101
NOS Name	Employability Skills (30 Hours)
Sector	Cross Sectoral
Sub-Sector	Professional Skills
Occupation	Employability
NSQF Level	2
Credits	1
Version	1.0
Last Reviewed Date	NA
Next Review Date	17/11/2025
NSQC Clearance Date	17/11/2022

Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.



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Minimum Aggregate Passing % at QP Level : 50

(**Please note:** Every Trainee should score a minimum aggregate passing percentage as specified above, to successfully clear the Qualification Pack assessment.)

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
LSS/N5312.Preparation of raw materials for cutting operations	15	55	-	-	70	15
LSS/N2303.Carry out hand-cutting operations for the production of leather & non-leather products	10	60	-	-	70	20
LSS/N2304.Carry out cutting operations using machines for the production of footwear	30	100	-	-	130	25
LSS/N2305.Contribute achieving product quality in cutting operations on footwear	24	56	-	-	80	15
LSS/N8601.Maintain health, safety & security, a clean work area & equipment, use optimized resources at the workplace, and comply with industry & organizational Requirements	40	110	-	-	150	10
DGT/VSQ/N0101.Employability Skills (30 Hours)	20	30	0	0	50	15
Total	139	411	0	0	550	100



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Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training
PPE	Personal Protective Equipment



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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.



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Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.